

Purpose

The purpose of this policy is to establish the procedure in which Utah Department of Transportation (UDOT) employees receive subsistence and travel allowances. Subsistence allowances will be provided when an assignment temporarily alters an employee's reporting station from his/her permanent headquarters or home base station.

Policy

The Utah Department of Transportation has implemented the State of Utah Policies and Procedures for Travel (**FIACCT 10-00.00**) except for the special rules implemented in this section. Subsistence and travel allowances for special circumstances shall be approved by the Department of Transportation Director or his authorized representatives.

Travel assignments will be classified as short-term or long-term by the District Director, Division Head and/or Designee. Reimbursement for subsistence, travel and per diem shall be determined based upon the assignment classification.

Definitions

Assignment is a temporary change in an employee's reporting station from the permanently appointed headquarters or home base station. To be eligible as an assignment, this change must exceed 30 miles and must increase the employee's distance for commuting from his/her residence.

Short-Term Classification is an assignment away from the employee's home base for less than 90 days. Meals and lodging subsistence will be based on the current state rates issued by the Division of Finance. Refer to **FIACCT 10-02.04** and **FIACCT 10-02.05**.

Long-Term Classification is an assignment away from the employee's home base for longer than 90 days. The 90 days include travel to and from home on weekends. Meals and lodging subsistence will be based on one of three options. Refer to **UDOT 02-50.1 Action 3**.

Commuting is travel in a state vehicle between the employee's home and place of work more than four times a month. Commuting includes driving from an employee's office or principal place of assignment to a location closer to the employee's home. Commuting is considered personal use of a vehicle even if it is required by the employer. The commute use of a state vehicle should **not** be used for providing a fringe benefit to employees. Refer to **FIACCT 10-01.00**.

New Permanent Work Location is an assignment change where the distance between the employee's old residence and new job site increases at least 50 miles over the distance between the old residence and the old job site. An employee assigned to a new permanent work location may be eligible for relocation assistance. If an employee receives relocation assistance, he/she must remain in UDOT employment for at least one year following the relocation. Refer to **FIACCT 05-04.03**.

Review Board shall be composed of the Engineer for Construction, the Engineer for Maintenance, and the Comptroller.

Special Circumstance is a long-term assignment which creates a personal hardship on an employee. The affected employee may petition for financial relief by submitting a letter of explanation and justification to the District Director for assessment by the Review Board. If the Review Board approves, they will recommend their decision to the Director for approval.

Subsistence Allowance is a provision of meals, lodging, and travel reimbursement to an employee who is given a temporary assignment away from his permanent headquarters and is in a place other than where he is maintaining a permanent home for himself or his family. Subsistence allowance will be determined by the department on a short-term or long-term basis.

Work Location is an employee's assigned headquarters. Each employee will report to his/her assigned work location on their own time and in their own vehicle. Commuting to work in a state-owned vehicle is considered personal use of that vehicle and is considered a taxable fringe benefit. Refer to **FIACCT 10-01.02**.

Procedures

Subsistence and Travel Allowances

UDOT 02-50.1

Responsibility: District Director, Division Head, or Designee

Actions

1. When making employee assignments, classify as short term or long term. If the assignment is long term, determine which subsistence allowance option the employee prefers.
2. If assignment is less than 90 days, the employee qualifies for short-term.

Short-term basis: Follow standard state travel rules for lodging and meals. Lodging receipts required. Refer to **FIACCT 10-02.05 and 10-02.06**.

3. If assignment is more than 90 days, then the following long-term options apply.

Long-term basis:

First 30 days - Follow standard state travel rules for lodging and meals. Lodging receipts required.

Option 1: After 30 days - \$25 per day for lodging and \$26 per day for meals. No receipts required.

Option 2: After 30 days - \$100 per week for lodging and \$26 per day for meals. If authorized and the employee is obligated to pay for lodging by the week or by the month, the \$100 is intended to cover lodging for holidays, sick leave, and other approved leave.

Option 3 Special Circumstances: After 30 days - Receive and review employee letters. Submit letters and any recommendations to the Review Board. The board may recommend an equitable financial arrangement which does not exceed the standard short-term rates. The board should submit their recommendation to the Director for approval.

Responsibility: Employee

4. **Receipts and Documentation:** Maintain logs of vehicle usage, retain lodging receipts, and incidental receipts. Refer to **FIACCT 10-00.00, 10-02.05, and 10-02.06**. Submit required receipts with FI-51A Travel Reimbursement Request form.
5. **Special Circumstances:** Initiate a letter of explanation and justification to the District Director requesting a hearing by the Review Board. If approved, submit copy of approval to district headquarters. If equitable arrangements involve lodging lease or contract, submit copy to district headquarters for record retention for duration of assignment. Submit FI-51A Travel Reimbursement Request forms.
6. **Lease for Long-Term Lodging:** Submit copy of lease agreement to district headquarters for record retention for duration of assignment. Submit FI-51A Travel Reimbursement Request forms noting Long-Term classification.